

## **BUDGET, FINANCE & INVESTMENT COMMITTEE**

**June 6, 2013**

**5:30 P.M.**

**Courthouse**

### MINUTES:

#### Members Present:

Comm. Charlie Baum  
Comm. Joe Frank Jernigan  
Comm. Will Jordan  
Comm. Steve Sandlin  
Comm. Doug Shafer  
Comm. Joyce Ealy, Chr.

#### Others Present:

Ernest Burgess  
Teb Batey  
Laura Bohling  
Lisa Nolen  
Jeff Sandvig  
Jeff Davidson

#### Others Present:

Melissa Stinson  
Mike Nunley  
Delwyn Corbitt  
Catherine Corbitt  
Eric Hill  
Larry Farley  
Teena Bigbee

#### Others Present:

Bernard Salandy  
Wanda Watkins  
Michael Gregory  
Tim Hooker  
Joe Russell  
Nicole Lester  
Elaine Short

Chairman Ealy presided and called the meeting to order with Comm. Robert Peay being absent, and Comm. Jernigan being absent at that time.

### APPROVE MINUTES:

The minutes of the May 28 and May 30, 2013 Budget Committee meetings were presented for approval.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the minutes as presented.

The motion passed unanimously by acclamation.

### INVESTMENT REPORT:

Mr. Teb Batey, Trustee, presented the monthly Investment Report advising that there were no bids taken during the past month. The LGIP interest rate for the month was .11%.

Comm. Jordan moved, seconded by Comm. Baum to approve the monthly Investment Report as presented.

The motion passed unanimously by acclamation.

### RECOMMENDATION FROM TRUSTEE FOR BANKING SERVICES:

Mr. Batey reported that the county's banking services had been bid, which was required by state law to be done every four years. Last year was the fourth year to have the banking services with First Tennessee Bank, but because of the interest rate environment, he continued with First Tennessee Bank for an extra year. Request for Proposals were developed, and the RFP was advertised. Eight RFP's were mailed. A pre-bid conference was held and five financial institutions attended. Two banks submitted proposals. Comm. Ealy, Finance Director Lisa Nolen, and Mrs. Juli Bratcher, Chief Deputy Trustee's Office, along with Mr. Batey evaluated the proposals. First Tennessee Bank has provided the banking services for the past five years, and has done a good job, and Mr. Batey was happy with their services; however, Bank of America submitted a much better proposal. Mr. Batey advised that the banking services, themselves, were comparable, but the cost of services and the return on the balance made the proposal from Bank of America much better. Mr. Batey recommended proceeding with moving the banking services to Bank of America for a three-year contract with two one-year extensions. Either party can terminate the contract with a 60-day notice. Mr. Batey stated since Bank of America submitted a significantly better proposal, he could not justify remaining with First Tennessee Bank.

Due to the amount of changes involved in moving to a different bank, Mr. Batey advised that it would probably be September 1 before the banking services with Bank of America could begin.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the recommendation of the Trustee to move the county's banking services to Bank of America to be effective on or before September 1, 2013.

The motion passed by voice vote with Commissioners Peay and Jernigan being absent at that time.

#### FUND CONDITION REPORT:

Finance Director Lisa Nolen presented the monthly Fund Condition Report for the month ending May 31, 2013 advising that the Development Tax collections for the month were \$612,000, and the year-to-date collections were \$3,108,000. This compared to the same period last year when the May, 2012 collections were \$568,500 and the year-to-date collections were \$1,938,750.

The committee reviewed the fund cash balances totaling \$178,421,506 with \$166,706,306 being operating funds and \$11,715,200 being borrowed funds. This compared to the same period for the prior year when the fund cash balances totaled \$201,427,121 with \$159,212,945 being operating funds and \$42,214,176 being borrowed funds.

The Finance Director noted that the cash balance for the Blackman Middle Annex was (\$61,793.75), and the cash balance for the Smyrna Primary Addition was (\$20,900.00). She reminded the committee that it was previously approved that available money from the Eagleville addition would be used for the initial funding for the two projects until the county borrowed the funds.

The Finance Director reviewed the revenue collections advising that the revenue for the General Fund was 96.26% collected, and the revenue for the Ambulance Fund was 93.84% collected. She advised that there were two more months of revenue to be collected for the Ambulance Fund. Sales tax collections for the General Fund were up by 52%. The Development Tax collections exceeded the budget estimate by \$1,054,000. However, the revenue from the PILOT Agreements will be under budget projections by \$498,000 due to refunds on assessments.

The Finance Director advised that revenue collections for the Solid Waste/Sanitation Fund, Drug Control Fund, and the General Debt Service Fund have exceeded the original revenue estimates.

Following review, Comm. Shafer moved, seconded by Comm. Jernigan to approve the monthly Fund Condition Report as presented.

The motion passed unanimously by acclamation.

#### RISK MANAGEMENT FINANCIAL REPORT:

Mrs. Melissa Stinson, Risk Management Director, presented the monthly Risk Management Financial Report advising that the cost per employee per month for the medical, vision and dental program was \$792.28 compared to \$681.92 for the prior year. The year-to-date average per employee per month was \$818.36 compared to \$797.17 for the prior year. When including the onsite medical clinics, the cost per employee per month was \$823.28 compared to \$719.22 for the prior year resulting in a year-to-date average cost of \$853.49 compared to \$830.63 for the prior year. Mrs. Stinson advised that of the 1,815 onsite medical clinic office visits, 87 of the visits were at Take Care retail locations.

Mrs. Stinson also provided revenue versus expenditure comparison for the Employee Insurance Fund for the past three years. At this point in the calendar year, the performance appeared favorable; however, Mrs. Stinson advised that she did not expect the fund performance to remain favorable for the remainder of the calendar year.

Mrs. Stinson reviewed the Work Injury Fund performance advising that the year-to-date claims totaled \$732,110.64 compared to \$1,010,257.98 for the prior year, which was 72% of the prior year's claims.

The Finance Director advised that she was projecting a loss in the OJI Fund for the year, but overall she believed the fund would be okay. She explained that some adjustments were being made to draw down the balance of the fund, but wanted the committee to know that it was a planned draw down.

Following review, Comm. Sandlin moved, seconded by Comm. Jordan to approve the Risk Management Financial Report as presented.

The motion passed unanimously by acclamation.

#### **AMBULANCE SERVICE FUND BUDGET AMENDMENTS**

##### 2012-13 REVENUE ADJUSTMENTS:

Finance Director Lisa Nolen requested approval of 2012-13 revenue adjustments for the Ambulance Service Fund amending the revenue accounts to the approximate actual to be received resulting in total revenue of \$12,196,461. Increases to the revenue accounts totaled \$592,437 and decreases to the revenue accounts totaled \$57,670 with an additional \$5,500 being appropriated for the Trustee's Commission Account 118-55130-510. The net increase to the Assigned for Public Health & Welfare Account was \$529,267.

Comm. Jordan moved, seconded by Comm. Shafer to approve the 2012-13 revenue adjustments for the Ambulance Service Fund, as attached, with increases to revenue of \$592,437, decreases to revenue of \$57,670 resulting in total revenue of \$12,196,461, and increasing Trustee's Commission Account 118-55130-510 by \$5,500 with a net increase to Assigned for Public Health & Welfare of \$529,267.

The motion passed unanimously by acclamation.

##### EMERGENCY MEDICAL SERVICE:

Mr. Mike Nunley, Ambulance Service Director, requested approval of the following budget amendments recognizing an increase in revenue from a contribution from the Rutherford County Emergency Communications District and appropriating it for In-Service Training for dispatchers; transferring within the budget to provide additional funding for Communications; increasing the revenue account for Patient Charges, and appropriating the increase for Other Contracted Services; and transferring funds within the budget for utilities:

Increase Revenue:	118-48130 – Contributions -	\$ 1,500
Increase Expend.:	118-55130-196 – In-Service Training -	\$ 1,500
From:	118-55130-133 – Paraprofessionals -	\$20,000
To:	118-55130-307 – Communications -	\$20,000
Increase Revenue:	118-43120 – Patient Charges -	\$30,000
Increase Expend.:	118-55130-399 – Other Contracted Svc. -	\$30,000
From:	118-55130-435 – Office Supplies -	\$ 2,000
	118-55130-119 – Accountants/Bookkeepers -	1,000
	118-55130-148 – Dispatchers -	6,000
To:	118-55130-452 – Utilities -	\$ 9,000

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the budget amendments for the Ambulance Service Fund as requested increasing Revenue Account 118-48130, Contributions, by \$1,500 and increasing Expenditure Account 118-55130-196, In-Service Training, by \$1,500; transferring \$20,000 from Account 118-55130-133, Paraprofessionals, to Account 118-55130-307, Communications; increasing Revenue Account 118-43120, Patient Charges, by \$30,000 and increasing Expenditure Account 118-55130-399, Other Contracted Services, by \$30,000;

transferring \$2,000 from Account 118-55130-435, Office Supplies, \$1,000 from Account 118-55130-119, Accountants/Bookkeepers, and \$6,000 from Account 118-55130-148, Dispatchers, with a total of \$9,000 to Account 118-55130-452, Utilities.

The motion passed unanimously by roll call vote with Comm. Peay being absent.

## **GENERAL FUND BUDGET AMENDMENTS**

### 2012-13 REVENUE ADJUSTMENTS

The Finance Director requested approval of the 2012-13 revenue adjustments for the General Fund, as attached, which reflected increases in revenue of \$5,865,552, decreases in revenue of \$727,159, and total 2012-13 revenue of \$77,897,015. After allocating the restricted and committed revenue, the net increase to the Unassigned Fund Balance, Account 101-39000, was \$1,827,849.

Following review, Comm. Jernigan moved, seconded by Comm. Jordan to approve the 2012-13 revenue adjustments for the General Fund, as attached, which reflected increases in revenue of \$5,865,552, decreases in revenue of \$727,159, and total 2012-13 revenue of \$77,897,015, and after allocating the restricted and committed revenue, a net increase to Account 101-39000, Unassigned Fund Balance, of \$1,827,849.

The motion passed unanimously by acclamation.

### FIRE & RESCUE:

Chief Larry Farley, County Fire Department, requested approval of the following budget amendment to provide sufficient funding to purchase a hydraulic pump to operate extrication tools for Rescue #41:

From: 101-54320-322 – Evaluation & Testing -	\$ 3,000
101-54320-335 – Maint./Repair Buildings -	3,000
To: 101-54320-499 – Other Supplies & Materials -	\$ 6,000

Comm. Shafer moved, seconded by Comm. Jernigan to approve the budget transfers for the Fire & Rescue Department as requested transferring \$3,000 from Account 101-54320-322, Evaluation & Testing, and \$3,000 from Account 101-54320-335, Maintenance & Repair Buildings, with a total of \$6,000 to Account 101-54320-499, Other Supplies and Materials.

The motion passed unanimously by roll call vote.

### BURN STIPEND FROM HOME FIRE SPRINKLER COALITION:

Chief Farley requested permission to accept a \$1,000 burn stipend from the Home Fire Sprinkler Coalition. The funds would be used to construct two rooms side by side. One room will be sprinkled and one will not. Demonstrations will be made to the County Commission, the Planning Commission, and the Home Builders Association to show what happens to a room that is on fire and is sprinkled while the other room will not be sprinkled.

The Finance Director noted that the Resolution would need to include a budget amendment recognizing the revenue to be received from the grant and the expenditure for the building supplies.

Following discussion, Comm. Shafer moved, seconded by Comm. Baum to authorize the County Mayor and any other required officials of Rutherford County, Tennessee to execute all necessary documents to accept a \$1,000 burn stipend from the Home Fire Sprinkler Coalition.

The motion passed unanimously by acclamation.

PLANNING & ENGINEERING:

Mr. Del Corbitt, County Engineer, requested approval of the following budget amendments to provide sufficient funds to pay the accumulated leave and the related benefits for an employee who was retiring as of the end of the fiscal year, June 30, 2013; and to provide sufficient funds in the Storm Water Department to pay the accumulated leave for an employee who was leaving employment effective June 16, 2013:

From: 101-39000 – Unassigned Fund Balance -	\$ 3,935
To: 101-51720-101 – County Official/Administrative -	\$ 3,650
101-51720-201 – Social Security -	230
101-51720-212 – Employer Medicare -	55
From: 101-39000 – Unassigned Fund Balance -	\$ 7,110
To: 101-57800-103 – Assistant -	\$ 5,900
101-57800-201 – Social Security -	370
101-57800-204 – State Retirement -	750
101-57800-212 – Employer Medicare -	90

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendment for the Planning & Engineering Department as requested amending \$3,935 from Account 101-39000, Unassigned Fund Balance, with \$3,650 to Account 101-51720-101, County Official/Administrative, \$230 to Account 101-51720-201, Social Security, and \$55 to Account 101-51720-212, Employer Medicare; and additionally, to approve the budget amendment for the Storm Water Department amending \$7,110 from Account 101-39000, Unassigned Fund Balance, with \$5,900 to Account 101-57800-103, Assistant, \$370 to Account 101-57800-201, Social Security, \$750 to Account 101-57800-204, State Retirement, and \$90 to Account 101-57800-212, Employer Medicare.

The motion passed unanimously by roll call vote.

STORM WATER MANAGEMENT:

Mr. Corbitt advised that the 2013-14 budget included a new position for a storm water inspector, and a self-leveling laser was needed. He requested approval of the following budget transfer to provide funding to purchase a laser level and to provide enough funding to cover gasoline costs for the remainder of the fiscal year:

From: 101-57800-399, Other Contracted Services -	\$ 1,300
To: 101-57800-499 – Other Supplies/Materials -	\$ 900
101-57800-425 – Gasoline -	400

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the budget transfers for the Storm Water Management Department as requested transferring \$1,300 from Account 101-57800-399, Other Contracted Services, with \$900 to Account 101-57800-499, Other Supplies & Materials, and \$400 to Account 101-57800-425, Gasoline.

The motion passed unanimously by roll call vote.

TRANSFERS TO OTHER FUNDS:

Mr. Corbitt advised that there was another subdivision whereby the developer had gone bankrupt, and the county would be required to complete the roads. Rachel's Place only needed the topping on the roads and a few minor repairs. The estimated cost was \$115,000. Mr. Corbitt advised that as to Poplar Cove, it was a small development with only 10 or 12 lots. The developer was killed in an automobile accident and the development went to his estate, and the

bank sold the lots. The estimated amount to complete the roads was \$60,000. Approval of the following budget amendments were requested to provide a transfer to the General Capital Projects Fund to complete the roads for Rachel's Place and Poplar Cove:

From: 101-39000 – Unassigned Fund Balance -	\$115,000
To: 101-99100-590 – Transfers to Other Funds -	\$115,000
From: 101-39000 – Unassigned Fund Balance -	\$ 60,000
To: 101-99100-590 – Transfers to Other Funds -	\$ 60,000

Comm. Jordan moved, seconded by Comm. Jernigan to approve the budget amendments as requested to provide funding to complete the roads for Rachel's Place and Poplar Cove amending \$115,000 from Account 101-39000, Unassigned fund Balance, to Account 101-99100-590, Transfers to Other Funds, for Rachel's Place; and amending \$60,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-99100-590, Transfers to Other Funds, for Poplar Cove.

The motion passed unanimously by roll call vote.

The committee thanked Mr. Corbitt for his service to Rutherford County

#### HEALTH DEPARTMENT:

Finance Director Lisa Nolen requested approval of the following budget transfer for the Health Department to provide additional funding for communications and building maintenance and repair services for the rest of the fiscal year:

From: 101-55110-413 – Drugs and Medical Supplies -	\$ 5,000
To: 101-55110-307 – Communications -	\$ 3,500
101-55110-335 – Maint./Repair Buildings -	1,500

Comm. Jernigan moved, seconded by Comm. Baum to approve the budget transfers for the Health Department as requested transferring \$5,000 from Account 101-55110-413, Drugs and Medical Supplies, with \$3,500 to Account 101-55110-307, Communications, and \$1,500 to Account 101-55110-335, Maintenance and Repair Services Buildings.

The motion passed unanimously by roll call vote.

#### DRUG COURT:

The Finance Director requested approval of the following budget amendment for the Drug Court to provide adequate funding for Other Supplies and Materials (for drug screens) and Communications to complete the fiscal year:

From: 101-39000 – Unassigned Fund Balance -	\$ 4,900
To: 101-53330-499 – Other Supplies/Materials -	\$ 3,600
101-53330-307 – Communications -	1,300

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendments for the Drug Court as requested amending \$4,900 from Account 101-39000, Unassigned Fund Balance, with \$3,600 to Account 101-53330-499, Other Supplies & Materials, and \$1,300 to Account 101-53330-307, Communications.

The motion passed unanimously by roll call vote.

CORRECTIONAL WORK CENTER:

Superintendent Bernard Salandy, Correctional Work Center, advised that originally he was planning to request a budget transfer of \$14,000 to replace an outdated DVR system, but he requested to withdraw that request. Superintendent Salandy did request approval of the following budget transfer to provide additional funding for prisoners' clothing:

From: 101-54220-399 – Other Contracted Services -	\$ 4,500
To: 101-54220-441 – Prisoners' Clothing -	\$ 4,500

Comm. Sandlin moved, seconded by Comm. Shafer to approve the budget transfer for the Correctional Work Center as requested transferring \$4,500 from Account 101-54220-399, Other Contracted Services, to Account 101-54220-441, Prisoners' Clothing.

The motion passed unanimously by roll call vote.

GENERAL SESSIONS COURT:

Mrs. Wanda Watkins, General Sessions Court, requested approval of the following budget transfers to provide sufficient funding for the Travel Account for the remainder of the fiscal year:

From: 101-53300-337 – Maint./Repair Office Equipment -	\$ 500
101-53300-432 – Library Books -	1,000
To: 101-53300-355 – Travel -	\$ 1,500

Comm. Jernigan moved, seconded by Comm. Jordan to approve the budget transfer for the General Sessions Court as requested transferring \$500 from Account 101-53300-337, Maintenance and Repair Office Equipment, and \$1,000 from Account 101-53300-432, Library Books, with a total of \$1,500 to Account 101-53300-355, Travel.

The motion passed unanimously by roll call vote.

PET ADOPTION & WELFARE SERVICES:

Mr. Michael Gregory, PAWS Director, requested approval of the following budget transfer to provide sufficient funding for the Communications Account to complete the fiscal year:

From: 101-55120-413 – Drugs/Medical Supplies -	\$ 2,000
To: 101-55120-307 – Communications -	\$ 2,000

Comm. Shafer moved, seconded by Comm. Jernigan to approve the budget transfer for the PAWS as requested transferring \$2,000 from Account 101-55120-413, Drugs and Medical Supplies, to Account 101-55120-307, Communications.

The motion passed unanimously by roll call vote.

EMERGENCY MANAGEMENT:

Mr. Tim Hooker, Interim Emergency Management Director, requested approval of the following budget transfers to provide funding for Other Supplies and Materials to purchase a generator, iPads for the staff, and an herbicide sprayer to maintain the grounds around the tower facilities:

From: 101-54430-320 – Dues/Memberships -	\$ 900
101-54430-349 – Printing, Stationery, Forms -	655
101-54430-412 – Diesel Fuel -	2,000
101-54430-425 – Gasoline -	500
To: 101-54430-499 – Other Supplies/Materials -	\$ 4,055

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget transfers for the Emergency Management Services Department as requested transferring \$900 from Account 101-54430-320, Dues & Memberships, \$655 from Account 101-54430-349, Printing, Stationery & Forms, \$2,000 from Account 101-54430-412, Diesel Fuel, and \$500 from Account 101-54430-425, Gasoline, with a total of \$4,055 to Account 101-54430-499, Other Supplies & Materials.

The motion passed unanimously by roll call vote.

#### UNEMPLOYMENT COMPENSATION:

The Finance Director requested approval of the following budget amendments to allocate funding for unemployment compensation to the departments where the expense had actually occurred:

From: 101-58600-210 – Employee Benefits/Unemployment Compensation - \$17,747

To:	101-51500-210 – Election Commission/Unemployment Comp. -	\$ 463
	101-51800-210 – County Buildings/Unemployment Comp. -	1,885
	101-52500-210 – County Clerk/Unemployment Comp. -	7,042
	101-54220-210 – Correctional Work Center/Unemployment Comp. -	4,950
	101-54240-210 – Juvenile Detention/Unemployment Comp. -	3,407

Comm. Jordan moved, seconded by Comm. Sandlin to approve the budget amendments as requested to allocate the unemployment expense to the departments where the expense has occurred amending \$17,747 from Account 101-58600-210, Employee Benefits Unemployment Compensation, with \$463 to Account 101-51500-210, Election Unemployment Compensation, \$1,885 to Account 101-51800-210, County Buildings Unemployment Compensation, \$7,042 to Account 101-52500-210, County Clerk Unemployment Compensation, \$4,950 to Account 101-54220-210, Correctional Work Center Unemployment Compensation, and \$3,407 to Account 101-54240-210, Juvenile Detention Unemployment Compensation.

The motion passed unanimously by roll call vote.

#### MISCELLANEOUS:

The Finance Director requested approval of the following budget amendment to provide sufficient funds for the reserve established by the county's third-party administrator for property and casualty claims:

From:	101-39000 – Unassigned Fund Balance -	\$100,000
To:	101-58900-505 – Judgments -	\$100,000

Comm. Jordan moved, seconded by Comm. Sandlin to approve the budget amendment as requested to provide sufficient funds to pay property and casualty claims amending \$100,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-58900-505, Judgments.

The motion passed unanimously by roll call vote.

#### TRAFFIC CONTROL:

The Finance Director requested approval of the following budget transfer for Traffic Control to provide sufficient funding for the electric bill for the signal lights at I-840:

From:	101-54130-336 – Maint./Repair Equipment -	\$ 2,000
To:	101-54130-452 – Utilities -	\$ 2,000



Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendment for Traffic Control as requested transferring \$2,000 from Account 101-54130-336, Maintenance and Repair Equipment, to Account 101-54130-452, Utilities.

The motion passed unanimously by roll call vote.

CHANCERY COURT:

The Finance Director requested approval of the following budget transfer for Chancery Court to provide adequate funding to complete the year for Legal Notices for delinquent taxes. The amount for legal notices is eventually reimbursed when properties are sold in a tax sale or when citizens pay their delinquent taxes:

From: 101-53400-334 – Maintenance Agreements -	\$ 6,000
To: 101-53400-332 – Legal Notices -	\$ 6,000

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget transfer for Chancery Court as requested to provide adequate funding to complete the year for Legal Notices for delinquent taxes transferring \$6,000 from Account 101-53400-334, Maintenance Agreements, to Account 101-53400-332, Legal Notices.

The motion passed unanimously by roll call vote.

COUNTY ATTORNEY:

The Finance Director requested approval of the following budget amendment for the County Attorney to provide sufficient funding to pay the remaining legal services covered by the Legal Services Agreement, plus any additional services outside of the Agreement that might be received prior to June 30:

From: 101-39000 – Unassigned Fund Balance -	\$10,000
To: 101-51400-331 – Legal Services -	\$10,000

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendment for the County Attorney to provide sufficient funding to pay the remaining legal services covered by the Legal Services Agreement, plus any additional services outside of the Agreement that might be received prior to June 30 amending \$10,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-51400-331, Legal Services.

The motion passed unanimously by roll call vote.

JUVENILE DETENTION:

The Finance Director requested approval of the following budget transfer for Juvenile Detention to provide funding in the proper line item to purchase a copy machine for the Title I Grant:

From: 101-54240-429 – Instructional Supplies & Materials -	\$ 3,962
To: 101-54240-719 – Office Equipment -	\$ 3,962

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget transfer for Juvenile Detention to provide funding in the proper line item to purchase a copy machine for the Title I Grant transferring \$3,962 from Account 101-54240-429, Instructional Supplies and Materials, to Account 101-54240-719, Office Equipment.

The motion passed unanimously by roll call vote.

SHERIFF'S DEPARTMENT/JAIL:

Mr. Joe Russell, Chief Deputy Sheriff's Department, requested approval of the following budget amendments to recognize revenue from the sale of materials, sale of recycled materials, and donations to be appropriated for the Detention Other Supplies and Materials for the vegetable garden; to recognize revenue from insurance recovery to be appropriated for motor vehicles; to transfer from the Sheriff's Department budget to Detention for maintenance and repair of the building; to transfer within the Detention budget for food preparation supplies; to transfer within the Detention budget for custodial supplies; to recognize revenue for inmate medical reimbursements to be appropriated for the Detention food supplies and maintenance and repair of the building; to transfer within the Sheriff's Department budget for data processing services; to transfer within the Detention budget for data processing equipment; to transfer from the Sheriff's Department budget to the Detention budget for overtime pay and the related benefits:

Increase Revenue:	101-44130 – Sale of Supplies/Materials -	\$ 82
Increase Expend.:	101-54210-499 – Jail Other Supplies/Materials -	\$ 82
Increase Revenue:	101-44145 – Sale of Recycled Materials -	\$ 1,172
Increase Expend.:	101-54210-499 – Jail Other Supplies/Materials -	\$ 1,172
Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 1,120
Increase Expend.:	101-54210-499 – Jail Other Supplies/Materials -	\$ 1,120
Increase Revenue:	101-49700 – Insurance Recovery -	\$ 6,285
Increase Expend.:	101-54110-718 – Sheriff Motor Vehicles -	\$ 6,285
From:	101-54110-708 – Sheriff Communications Equipment -	\$ 5,400
To:	101-54210-335 – Jail Maint./Repair Building -	\$ 5,400
From:	101-54210-399 – Jail Other Contracted Services -	\$ 6,000
To:	101-54210-421 – Jail Food Preparation Supplies -	\$ 6,000
From:	101-54210-441 – Jail Prisoners' Clothing -	\$ 4,000
To:	101-54210-410 – Jail Custodial Supplies -	\$ 4,000
Increase Revenue:	101-44170 – Miscellaneous Refunds -	\$ 78,000
Increase Expend.:	101-54210-422 – Jail Food Supplies -	\$ 53,000
	101-54210-335 – Jail Maint./Repair Bldg. -	25,000
From:	101-54110-196 – Sheriff In-Service Training -	\$ 5,050
	101-54110-334 – Sheriff Maintenance Agreements -	1,050
	101-54110-336 – Sheriff Maint./Repair Equipment -	4,500
	101-54110-411 – Sheriff Data Processing Supplies -	1,500
	101-54110-435 – Sheriff Office Supplies -	950
	101-54110-709 – Sheriff Data Processing Equipment -	4,500
	101-54110-719 – Sheriff Office Equipment -	175
To:	101-54110-317 – Sheriff Data Processing Services -	\$ 17,725
From:	101-54210-334 – Jail Maintenance Agreements -	\$ 12,100
To:	101-54210-709 – Jail Data Processing Equipment -	\$ 12,100
From:	101-54110-187 – Sheriff Overtime Pay -	\$ 5,000
	101-54110-201 – Sheriff Social Security -	313
	101-54110-204 – Sheriff State Retirement -	640
	101-54110-212 – Sheriff Employer Medicare -	73

To:	101-54210-187 – Jail Overtime Pay -	\$ 5,000
	101-54210-201 – Jail Social Security -	313
	101-54210-204 – Jail State Retirement -	640
	101-54210-212 – Jail Employer Medicare -	73

Comm. Shafer moved, seconded by Comm. Baum to approve the budget amendments and transfers for the Sheriff's Department and Jail as requested increasing Revenue Account 101-44130, Sale of Supplies and Materials, by \$82 and increasing Expenditure Account 101-54210-499, Jail Other Supplies and Materials by \$82; increasing Revenue Account 101-44145, Sale of Recycled Materials, by \$1,172 and increasing Expenditure Account 101-54210-499, Jail Other Supplies and Materials, by \$1,172; increasing Revenue Account 101-44570, Contributions and Gifts, by \$1,120 and increasing Expenditure Account 101-54210-499, Jail Other Supplies and Materials by \$1,120; increasing Revenue Account 101-49700, Insurance Recovery, by \$6,285 and increasing Expenditure Account 101-54110-718, Sheriff's Department Motor Vehicles, by \$6,285; amending \$5,400 from Account 101-54110-708, Sheriff's Department Communications Equipment, to Account 101-54210-335, Jail Maintenance and Repair Buildings; transferring \$6,000 from Account 101-54210-399, Jail Other Contracted Services, to Account 101-54210-421, Jail Food Preparation Supplies; transferring \$4,000 from Account 101-54210-441, Jail Prisoners' Clothing, to Account 101-54210-410, Jail Custodial Supplies; increasing Revenue Account 101-44170, Miscellaneous Refunds, by \$78,000 and increasing Expenditure Accounts 101-54210-422, Jail Food Supplies, by \$53,000 and 101-54210-335, Jail Maintenance and Repair Building, by \$25,000; transferring \$5,050 from Account 101-54110-196, Sheriff In-Service Training, \$1,050 from Account 101-54110-334, Sheriff Maintenance Agreements, \$4,500 from Account 101-54110-336, Sheriff Maintenance and Repair Equipment, \$1,500 from Account 101-54110-411, Sheriff Data Processing Supplies, \$950 from Account 101-54110-435, Sheriff Office Supplies, \$4,500 from Account 101-54110-709, Sheriff Data Processing Equipment, and \$175 from Account 101-54110-719, Sheriff Office Equipment, with a total of \$17,725 to Account 101-54110-317, Sheriff Data Processing Services; transferring \$12,100 from Account 101-54210-334, Jail Maintenance Agreements, to Account 101-54210-709, Jail Data Processing Equipment; transferring \$5,000 from Account 101-54110-187, Sheriff's Department Overtime Pay, \$313 from Account 101-54110-201, Sheriff's Department Social Security, \$640 from Account 101-54110-204, Sheriff's Department State Retirement, and \$73 from Account 101-54110-212, Sheriff's Department Employer Medicare, with \$5,000 to Account 101-54210-187, Jail Overtime Pay, \$313 to Account 101-54210-201, Jail Social Security, \$640 to Account 101-54210-204, Jail State Retirement, and \$73 to Account 101-54210-212, Jail Employer Medicare.

The motion passed unanimously by roll call vote.

#### SPECIAL PURPOSE (DEA) FUND:

The Finance Director requested approval of the 2012-13 revenue adjustments for the Special Purpose (DEA) Fund as follows:

Increase Revenue:	121-44110 – Investment Income -	\$ 133
Increase:	122-34525 – Restricted for Public Safety -	\$ 133

Comm. Jordan moved, seconded by Comm. Sandlin to approve the 2012-13 revenue adjustments for the Special Purpose (DEA) Fund as requested increasing Revenue Account 121-44110, Investment Income, by \$133 and increasing Account 121-34525, Restricted for Public Safety, by \$133.

The motion passed unanimously by acclamation.

Chief Deputy Russell requested approval of the following budget amendment to recognize asset forfeiture funds received in the amount of \$9,713 and appropriating the revenue for confidential enforcement:

Increase Revenue:	121-47700 – Asset Forfeiture Funds -	\$ 9,713
Increase Expend.:	121-54110-319 – Confidential Enforcement -	\$ 9,713

Comm. Jernigan moved, seconded by Comm. Baum to approve the budget amendment for the Special Purpose (DEA) Fund as requested increasing Revenue Account 121-47700, Asset Forfeiture Funds, by \$9,713 and increasing Expenditure Account 121-54110-319, Confidential Enforcement, by \$9,713.

The motion passed unanimously by roll call vote.

DRUG CONTROL FUND 2012-13 REVENUE ADJUSTMENTS AND TRUSTEE’S COMMISSION:

The Finance Director requested approval of the following 2012-13 revenue adjustments for the Drug Control Fund, which reflected a net increase to the fund balance of \$168,077:

Decrease Revenue:	122-42140 – Circuit Court Drug Control Fines -	(\$ 10,200)
Increase Revenue:	122-42340 – Gen. Sessions Drug Control Fines -	\$ 60,000
	122-42910 – Proceeds from Confiscated Prop. -	95,000
	122-44110 – Investment Income -	170
	122-44530 – Sale of Equipment -	24,852
Increase Expend.:	122-54150-510 – Trustee’s Commission -	\$ 1,745
Increase:	122-34525 – Restricted for Public Safety -	\$ 168,077

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the 2012-13 revenue adjustments for the Drug Control Fund as requested decreasing Revenue Account 122-42140, Circuit Court Drug Control Fines, by \$10,200, increasing Revenue Accounts 122-42340, General Sessions Drug Control Fines, by \$60,000, 122-42910, Proceeds from Confiscated Property, by \$95,000, 122-44110, Investment Income, by \$170, and 122-44530, Sale of Equipment, by \$24,852, increasing Expenditure Account 122-54150-510, Trustee’s Commission, by \$1,745, and increasing Account 122-34525, Restricted for Public Safety, by \$168,077.

The motion passed unanimously by acclamation.

BYRNE JUSTICE ASSISTANCE GRANT (JAG) & INTERLOCAL AGREEMENT:

Chief Deputy Russell advised that the Sheriff’s Department would be receiving \$30,000 from the Byrne Justice Assistance Grant (JAG), which would be the county’s portion of a shared grant with the City of Murfreesboro.

The Finance Director advised that an Interlocal Agreement with the City of Murfreesboro would need to be approved by the County Commission.

Comm. Sandlin moved, seconded by Comm. Shafer to authorize the County Mayor and all other officials of Rutherford County to accept the Byrne Justice Assistance Grant to be shared equally with the City of Murfreesboro with Rutherford County’s share being \$30,000; and additionally to authorize the County Mayor and all other required officials of Rutherford County to execute an Interlocal Agreement with the City of Murfreesboro with a Resolution stating the same being forwarded to the County Commission.

The motion passed unanimously by acclamation.

REQUEST FROM ADMINISTRATOR OF ELECTIONS FOR PERMISSION TO SUBMIT  
GRANT APPLICATION TO THE TENNESSEE DIVISION OF ELECTIONS:

Mrs. Nicole Lester, Administrator of Elections, advised that every few years the State of Tennessee, Division of Elections provided a free computer to each of the 95 counties. The documentation that has been submitted will also serve for the upgrades to the Micro Infinity machines that are going to be purchased for Rutherford County. The machines that have been leased for Rutherford County will be purchased. She advised that after the beginning of the new fiscal year, a budget amendment would have to be done to recognize the revenue from the grant and to appropriate it to an expenditure account.

Comm. Sandlin moved, seconded by Comm. Jernigan to authorize the County Mayor and other appropriate officials of Rutherford County to submit a grant application to the Tennessee Division of Elections for a new state computer and to acquire and upgrade new voting equipment. Additionally, to authorize the County Mayor to execute all necessary documents to accept the grant subject to it being awarded.

The motion passed unanimously by acclamation.

GRANT CONTRACTS WITH TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES  
FOR COMMUNITY INTERVENTION SERVICES AND CUSTODY PREVENTION  
SERVICES:

Mrs. Teena Bigbee, Youth Services Director, requested approval of two annual contracts with the Tennessee Department of Children's Services, which provide pass through dollars to the Genesis Learning Centers and require no matching funds. Both grants were for the period beginning July 1, 2013 and ending on June 30, 2014. The revenue and expenditures for both grants have been included in the 2013-14 budget.

The first grant known as the Teen Trax Grant was in the amount of \$46,448.00 and provided funds for the provision of community intervention services

The second grant known as the Teen Learning Grant was in the amount of \$417,696.00 and provided funds for the provision of custody prevention services.

Comm. Sandlin moved, seconded by Comm. Shafer to authorize the County Mayor and any other appropriate officials of Rutherford County to execute the two annual grant contracts with the Tennessee Department of Children's Services for the period of July 1, 2013 through June 30, 2014, with the Teen Trax Grant being in the amount of \$46,448 for community intervention services; and the Teen Learning Grant being in the amount of \$417,696 for the provision of custody prevention services.

The motion passed unanimously by acclamation.

RECOMMENDATION FROM PROPERTY MANAGEMENT COMMITTEE TO LEASE  
AND RENOVATE A COMMUNICATIONS TOWER ON HUTSON ROAD:

Mayor Burgess advised of an unused 300 foot communications tower located on Mr. Elam Carlton's property on Hutson Road. The tower will help Rutherford County improve communications and would become a part of the entire network. The current lessee has stopped paying the lease and the property taxes.

Mayor Burgess recommended that the county assume the liability for the unpaid property taxes, which amounts to approximately \$7,400, and a lease term of 25 years at a cost of \$500 per year with a second lease term of 25 years at the same rate. At the end of the lease, the county would be responsible for the costs of removing of the tower. The recommendation would be subject to the determination by the county attorney that the previous leases were in default and properly noticed and canceled.

Mayor Burgess advised that it was estimated that approximately \$25,000 would be needed to refurbish and relight the tower. Currently, the tower is unlit and was out of compliance completely. The equipment needed would have to be determined in making it consistent with what was being used on the other towers. Mayor Burgess stated that it was a good opportunity to acquire a tower at a low cost.

Mayor Burgess recommended that at least \$25,000 be placed in the Emergency Management 2013-14 budget to light the tower, and that the Property Management Committee could present a Resolution to the County Commission approving the concept of acquiring the tower.

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the concept from the Property Management Committee to accept the County Mayor's recommendation as to the communications tower on Hutson Road for lease and renovation of the same.

The motion passed unanimously by acclamation.

### **SOLID WASTE/SANITATION FUND BUDGET AMENDMENTS**

#### **2012-13 REVENUE ADJUSTMENTS AND TRUSTEE'S COMMISSION:**

The Finance Director requested approval of the 2012-13 revenue adjustments for the Solid Waste Fund, which reflected increases of \$725,000 and decreases of \$78,752 to the revenue accounts and total estimated revenue of \$3,383,748. With an increase to the Trustee's Commission of \$6,500, the net increase to the fund balance was \$639,748:

Decrease Revenue:	116-43112 – Surcharge-Host Agency -	(\$48,000)
	116-44145 – Sale of Recycled Materials -	( 30,000)
	116-46170 – Solid Waste Grants -	( 752)
Increase Revenue:	116-40210 – Local Option Sales Tax -	\$586,000
	116-43110 – Tipping Fees -	139,000
Increase Expend.:	116-58900-510 – Trustee's Commission -	\$ 6,500
Increase:	116-34730 – Assigned for Public Health & Welfare -	\$639,748

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the 2012-13 revenue adjustments for the Solid Waste/Sanitation Fund as requested increasing revenue accounts by a total of \$725,000, decreasing revenue accounts by \$78,752 resulting in total estimated revenue for 2012-13 of \$3,383,748; increasing Trustee's Commission by \$6,500, with the net increase to Assigned for Public Health & Welfare being \$639,748.

The motion passed unanimously by acclamation.

#### **UNEMPLOYMENT COMPENSATION:**

The Finance Director requested approval of the following budget amendment for the Solid Waste/Sanitation Fund to allocate the unemployment compensation expenditures to the department where it actually occurred:

From:	116-58600-210 – Employee Benefits Unemployment Comp. -	\$318
To:	116-55732-210 – Convenience Centers Unemployment Comp. -	\$318

Comm. Sandlin moved, seconded by Comm. Shafer to approve the budget amendment for the Solid Waste/Sanitation Fund as requested to allocate the unemployment compensation expenditures to the department where it actually occurred amending \$318 from Account 116-58600-210, Employee Benefits Unemployment Compensation, to Account 116-55732-210, Convenience Centers Unemployment Compensation.

The motion passed unanimously by roll call vote.

## **HIGHWAY FUND BUDGET AMENDMENTS**

### 2012-13 REVENUE ADJUSTMENTS:

The Finance Director requested approval of the 2012-13 revenue adjustments for the Highway Fund, as attached, to the approximate amount to be received. Increases to the revenue accounts totaled \$1,220,251 and decreases totaled \$52,200 with the total estimated revenue for 2012-13 being \$9,027,494. The net increase to Committed for Highway and Public Works was \$9,470, and the net increase to Assigned for Highway and Public Works was \$1,158,581.

Comm. Sandlin moved, seconded by Comm. Jordan to approve the 2012-13 revenue adjustments for the Highway Fund as requested reflecting \$1,220,251 for increases to revenue, \$52,200 in decreases to revenue with the total estimated revenue being \$9,027,494. The net increase to Committed for Highway and Public Works was \$9,470, and the net increase to Assigned for Highway and Public Works was \$1,158,581.

The motion passed by acclamation with Comm. Jernigan voting “pass”.

### LIABILITY INSURANCE:

The Finance Director requested approval of the following Highway Fund budget amendment increasing the necessary reserve to pay property and casualty claims:

From: 131-66000-513 – Workers’ Compensation -	\$45,158
To: 131-61000-506 – Liability Insurance -	\$45,158

Comm. Shafer moved, seconded by Comm. Jordan to approve the budget amendment for the Highway Fund as requested amending \$45,158 from Account 131-66000-513, Workers’ Compensation, to Account 131-61000-506, Liability Insurance.

The motion passed by roll call vote with Commissioner Jernigan voting “pass”.

### GENERAL PURPOSE SCHOOL FUND BUDGET AMENDMENTS:

Mr. Jeff Sandvig, Assistant Superintendent, requested approval of the following General Purpose School Fund budget amendment to provide funding of \$96,571 for a large activity bus for Stewart’s Creek High School, transferred \$45,000 from the school’s start-up funds to the Building Program in order to partially fund a small activity bus, and transferred \$40,000 from Account 76100-799, Other Capital Outlay, to the Building Program Fund. The \$96,571 for the big bus will be funded from Reserve for Drivers’ Ed. after year-end accounting entries are made.

The \$85,000 being transferred to the Building Program, Fund 189, will be amended in the Building Program with \$75,000 for vehicles and \$10,000 for equipment:

From: 141-39000 – Unassigned Fund Balance -	\$96,571
To: 141-71100-599 – Other Charges -	\$96,571
From: 141-71100-429 – Instructional Supplies/Materials -	\$45,000
141-76100-799 – Other Capital Outlay -	40,000
To: 141-99100-590 – Transfers to Other Funds -	\$85,000

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the General Purpose School Fund budget amendments as requested to amend \$96,571 from Account 141-39000, Unassigned Fund Balance, to Account 141-71100-599, Other Charges, to provide funding for a large activity bus for Stewart’s Creek High School; to transfer \$85,000 to Fund 189, School Building Program, with \$45,000 being amended from Account 141-71100-429, Instructional Supplies and

Materials, and \$40,000 being amended from Account 141-76100-799, Other Capital Outlay, and a total of \$85,000 to Account 141-99100-590, Transfers to Other Funds.

The motion passed unanimously by roll call vote.

**SCHOOL BUILDING PROGRAM BUDGET AMENDMENT:**

Mr. Sandvig requested approval of a School Building Program Amendment to recognize the Fund 189 side of the \$85,000 transfer from the General Purpose School Fund to provide \$75,000 for a vehicle for Stewart's Creek High School and to provide \$10,000 for equipment.

Comm. Jordan moved, seconded by Comm. Baum to approve the School Building Program budget amendment as requested recognizing a transfer of \$85,000 from the General Purpose School Fund to provide \$75,000 for a vehicle for Stewart's Creek High School and increasing the equipment line by \$10,000.

The motion passed unanimously by roll call vote.

**RECOMMENDATION INCREASING CENTRALIZED CAFETERIA PETTY CASH FUND (CASH ON HAND):**

Mr. Sandvig requested approval to increase the amount of petty cash for the Central Cafeteria Fund from \$10,650 to \$11,850 to provide petty cash of \$1,200 for the Stewart's Creek High School cafeteria for the purpose of making change.

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the 2013-14 Cafeteria Petty Cash Fund (Cash on Hand) accounts for the Centralized School Cafeteria, Fund 143, for each school nutrition location in the amount of \$11,850.

The motion passed unanimously by roll call vote.

**GENERAL DEBT SERVICE FUND BUDGET AMENDMENTS**

**2012-13 REVENUE ADJUSTMENTS AND TRUSTEE'S COMMISSION:**

The Finance Director requested approval of the following 2012-13 revenue adjustments for the General Debt Service Fund with increases of \$1,842,150 to the revenue accounts and decreases of \$57,400 for total estimated 2012-13 revenue of \$111,951,120. After an increase to the Trustee's Commission of \$14,040, the net increase to the fund balance was \$1,770,710:

Decrease Revenue:	151-40140 – Interest & Penalty -	(\$ 5,000)
	151-40150 – Pick-up Taxes -	( 52,400)
Increase Revenue:	151-40110 – Current Property Tax -	\$ 45,000
	151-40120 – Trustee's Collect.-Prior Year -	60,000
	151-40130 – Clerk & Master's Collection -	220,500
	151-40250 – Litigation Tax-General -	60,000
	151-40266 – Litigation Tax-Jail/Workhouse -	64,000
	151-40270 – Business Tax -	240,900
	151-40285 – Development Tax -	1,141,750
	151-44110 – Investment Income -	10,000
Increase Expend.:	151-51900-510 – Trustee's Commission -	\$ 14,040
Increase:	151-34780 – Assigned for Debt Service -	\$1,770,710

Comm. Shafer moved, seconded by Comm. Baum to approve the 2012-13 revenue adjustments for the General Debt Service Fund with increases to revenue accounts totaling \$1,842,150, decreases to revenue accounts totaling \$57,400 resulting in total 2012-13 revenue of



\$111,951,120, increasing Expenditure Account 151-51900-510, Trustee's Commission, by \$14,040 with a net increase to Account 151-34780, Assigned for Debt Service, of \$1,770,710.

The motion passed unanimously by acclamation.

2013-14 BUDGET REVIEW:

There was no information regarding the 2013-14 budget presented at this time. The Public Hearing on the budget will be held on Monday, June 17, 2013 at 7:00 P.M. in the courtroom. The next scheduled Budget Committee meeting will be June 19 at 5:30 P.M.

ADJOURNMENT:

There being no further business to be presented at this time, Chairman Ealy declared the meeting adjourned at 6:52 P.M.

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Elaine Short, Secretary